



LIMITED DURATION LICENSE APPLICATION (LDL) Temporary Structure

Event Name: _____

Business Name: _____

Applicant Information

Name: _____
Address: _____
Phone Number: _____
Email: _____

Activity Information

Address of Activity: _____

Public or Private Property? ☐ Public ☐ Private

Dates of Operation: Open: _____ Close: _____

Hours of Operation: Open: _____ Close: _____

Event Type: ☐ Private ☐ Open to Public

Serving Food or Alcohol? ☐ Yes ☐ No

Sponsors? ☐ Yes ☐ No

Sponsor(s) Name: _____

Entertainment? ☐ Yes ☐ No

Type: ☐ Live Entertainment ☐ Televisions ☐ Amusement/Games
☐ Other _____

Open Flames? ☐ Yes ☐ No

Branding or Logos on Structure? ☐ Yes ☐ No

Other Temporary Signage? ☐ Yes ☐ No

Structural Information

Type of Structure: ☐ Tent ☐ Stage ☐ Platform ☐ Bleachers ☐ Video Screens

☐ Other _____

Additional Information: _____

Installation Date: _____ Occupancy Date: _____ Removal Date: _____

Square Footage: _____ Height: _____ Maximum Attendance: _____

Temporary Services: ☐ Heating ☐ Cooling ☐ Electrical ☐ Other _____

Included with Application

- ☐ Manufacture's Specifications
- ☐ Site plan (lot location, adjacent structures, lot lines)
- ☐ Floor Plan (seating capacity and arrangement, required exists, egress illumination, aisles, exit signs, electrical distribution equipment, appliances, generators, heating equipment, cooking equipment)
- ☐ Emergency Weather and Emergency Evacuation Plan

By submitting this application, I agree to release, indemnify, and hold harmless the City of Indianapolis from any liability or claim of damage related to activities identified herein whether caused by negligence of the City or otherwise. I affirm, under the penalties of perjury, that the foregoing representations are true.

Signature: _____

Date: _____

Contractor/Applicant Information

IF A CONTRACTOR HAS BEEN OR WILL BE HIRED TO DO WORK FOR WHICH THIS PERMIT IS REQUESTED, HE/SHE MUST BE LISTED IN MARION COUNTY AND MUST COMPLETE THIS SECTION:

Business Name: _____

Business Listing Number: _____

Individual Listing Number: _____

I am a Contractor currently listed to perform the above mentioned activity in the Consolidated City of Indianapolis. I am submitting this notification indicating that all work listed above will be accomplished in conformity to all building standards and procedures. All pertinent state and local ordinances, codes and statues are applicable and this notification does not absolve the applicant of any state and local requirements. **I AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE:**

Name (Print): _____

Signature _____

Date: _____

Email: _____

Phone Number: _____

Department of Code Enforcement | Business Licensing

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